

## **STOCK CLERK**

### **DISTINGUISHING FEATURES**

The fundamental reason the Stock Clerk exists is to receive goods and materials, quality check in-coming products, fill store requisitions, distribute goods throughout the City and provide clerical support for these activities to meet city goals and provide quality customer service. This position is located in the Purchasing and Police Department. This classification is not supervisory. Work is performed under general supervision by a Purchasing Operations Manager or a Police Special Services Manager.

### **ESSENTIAL FUNCTIONS**

Process receiving/shipping items; loads and unloads boxes, crates, and pallets, safely performing all physical tasks.

Performs physical inventories assuring completeness and quality of records.

Logs all items received. Processes appropriate paperwork and enters data in appropriate automated program. Items are visually inspected for count and damage and then prepared for deliveries.

Fills Stores Requisitions promptly according to quality customer service standards.

Maintains a clean and orderly warehouse and dock area to promote quality work and customer confidence.

Makes daily deliveries safely and courteously driving pick-up or box van with auto lift or a pull out ramp.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Automated inventory and direct customer environment.

Inventory control, systems, and procedures.

Basic receiving and distribution methods.

Ability to:

Walk 85%, stand 10% and sit 5% of work day.

Lift and carry boxes, crates, stores supplies, etc. weighing up to 50 pounds.

Safely and efficiently operate warehouse equipment such as pallet jacks, a forklift and City vehicles requiring hand/eye coordination and vision and depth perception.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Comprehend and make inferences from written material and verbal and/or written instructions.

Work with numbers and perform a variety of clerical tasks relating to warehousing.

Use manual and automated systems.

Communicate effectively both orally and in writing.

Establish and maintain courteous and respectful working relationships with vendors, co-workers and City staff at all levels.

Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of education and experience equivalent to six months experience in warehouse or stores related activity.

Must have a current, valid Arizona Driver's License and no major driving citations within the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified